



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

12 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 08, Request Procedures for Army Schools

1. **PURPOSE.** To establish policies concerning Request Procedures for Army Schools within the 2nd Brigade, 1st Armored Division.

2. **APPLICABILITY.** All soldiers assigned or attached to 2nd Brigade, 1st Armored Division.

3. **POLICY.**

a. Requests for any school must be submitted through the Battalion Schools NCO. In turn, all requests will be forwarded to the 2nd Brigade Schools NCO for review. Upon Brigade review, requests for schools will be forwarded to Division. The request of any school found circumventing this approval route will be denied.

b. Requests for schools will be submitted on DA Form 4187, along with the V Corps schools request format. The Battalion Schools NCO, can provide soldiers with examples of how to correctly fill out schools requests. All DA Form 4187's must be signed by the requestor, and his/her Company Commander. The Battalion Schools NCO will ensure that all necessary documentation, as well as the Battalion Commander's Endorsement Memo, accompanies the request to the Brigade Schools NCO. If the soldier has a Government Travel Credit Card, he or she will request activation of the card through their unit credit card manager.

c. Once a soldier has received a confirmed slot for an Army School, he cannot be removed or changed out with another soldier without 45 days prior notice. Additionally, all Distance Learning Courses consider the "Start Date," to be the start of the Correspondence Phase of the Course, not the resident Phase.

4. POC is the 2nd Brigade Schools NCO at DSN 485-6194.

5. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.

6. **IRON BRIGADE!**

A handwritten signature in black ink, reading "John D. Johnson".

JOHN D. JOHNSON
COL, IN
Commanding

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